



Executive Director Job Description

The Executive Director of the Novi Parks Foundation is a passionate advocate for community service and the enhancement of Novi's parks, dedicated to fostering community engagement and promoting charitable initiatives. This role involves managing the foundation's daily operations while collaborating closely with local entities and community members to enrich the lives of Novi residents through vibrant parks and recreational opportunities.

Reporting Relationship:

The Executive Director reports to the Board of Directors, with specific direction from the President.

Key Responsibilities:

- **Community Liaison:** Serve as the essential bridge between the Board of Directors and key city entities, such as the City Council, Parks, Recreation & Cultural Services, and Communications & Public Relations departments. Advocate for the community's needs and foster partnerships that enhance the local park experience.
- **Funding Management:** Oversee Capital Improvements Funding activities and actively contribute ideas that support the growth and sustainability of Novi parks. Manage scholarship funds to ensure equitable access to recreational programs and opportunities for all community members.
- **Park Naming Rights Program:** Lead the Park Naming Rights initiative by engaging with potential donors and community members. Inspire philanthropic support through informative tours and presentations, while carefully managing donation tracking, contractual agreements, and recognition processes.
- **Digital Engagement:** Oversee the Novi Parks Foundation website, ensuring it serves as a dynamic platform for community engagement. Regularly update

information on events, activities, and sponsorship opportunities while responding promptly to inquiries from residents and potential supporters.

- Fundraising Initiatives: Spearhead the annual "Pour on the Shore" fundraising event, orchestrating all aspects from facility reservations to budget management. Cultivate a sense of community and enthusiasm by securing sponsorships, coordinating vendors, and ensuring a memorable experience for all attendees.
- Event Participation: Actively engage with the community at events such as Spring Into Novi and the annual Homeowners Association Leaders Breakfast. Represent the Novi Parks Foundation as an ambassador, fostering relationships that promote parks and recreational initiatives.
- Public Relations Leadership: Direct all public relations efforts for the Novi Parks Foundation, ensuring a consistent and vibrant narrative that highlights the foundation's impact, community involvement, and charitable contributions.
- Innovative Outreach: Continually explore and investigate new opportunities for charitable activities and community involvement. This may include partnerships with philanthropic organizations, participation in local events, and engagement in activities that elevate the visibility and mission of the Parks Foundation.

Qualifications:

We seek a dedicated leader who shares our passion for community service, preservation, and enhancement of Novi's parks. The ideal candidate will possess strong communication skills, experience in nonprofit management, and a commitment to building meaningful relationships within the community.

Compensation:

Twenty-five dollars (\$25.00) an hour. In addition, the Executive Director will receive Ten Percent (10%) of all charitable donations received by the Foundation which are the result of the Executive Director.

Join us in our mission to enrich the Novi community through exceptional parks, recreational opportunities, and charitable endeavors. Together, we can cultivate a thriving and engaged community that celebrates the beauty of our parks!

Interested applicants should forward their resume and cover letter to director@noviparksfoundation.org for consideration.